**Superintendent and Executive Regional Directors**

**2013-2014 Planning Meeting**

**DAY TWO – July 31, 2013**

**Guiding Question:** How do we lead implementation of the MCPS 21st Model of Education, meet the five District goals using the Professional Learning Communities model (DuFour, et al)?

**Long-term targets:**

* Meet the five District goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core States Standards in English Language Arts and mathematics across the district
* Consistently and fully implement the PLC structure district-wide
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for July 31 meeting:**

* Review norms and commitments
* Review purpose and plan for building goals
* Discuss and determine direction and next steps for MBI in MCPS
* Discuss and determine direction and next steps for RTI in MCPS
* Discuss and determine direction and next steps for Common Core in MCPS
* Discuss and determine direction and next steps for STEM/STEAM in MCPS

**Resources Needed:**

* SMART goal template

**Roles for July 31 meeting:**

* **Facilitator/Time Keeper** - Mark
* **Agenda Setter**/**Note taker** - Heather
* **Reading** - Karen

**AGENDA – July 31, 2013 8am-5:30pm**

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| **TIME** | **ACTIVITY** |
| **8:00-8:05** | Review and revise agenda –  added during day one agenda review:   * ERDs commitments to Superintendent * PLC deliverables/timeline discussion (revisit) * Review Academies, IB, and Dual Language Immersion * Alex’s meetings with principals in August |
| **8:05-8:15** | Reading  John Wooden, *Practice Perfect*  Most people fail to realize the power of the secret of Wooden’s success: practice, well planned, well run. Timed to the minute. Record of practice: what worked, what didn’t. Focus on drills to isolate concepts and skills. Practice doing it, whatever it was, right.  Karen’s ah has – we talk in generalities; we don’t do this with our principals, we don’t practice.  Mark – reflect on practice, taking time to note what worked well and what didn’t.  Alex – jobs are complex, we are doing a good job with all of the complexity and number of topics we spend time with. We are in a period of transformation with our profession. |
| **8:15-8:20** | Review norms and commitments –  See Norms/Commitments document for revisions and additions |
| **8:20-8:45** | Review purpose and plan for building goals:   * What is the purpose of building goals?   + Alex – maintain consistency as we move forward to ensure we are working toward the same end. How do we communicate that all of these are working toward the same end.   + Karen – turning things around, thinking differently. Keep the conversation (Aug principal meetings) focused around PLC – how does RtI/MBI fit in?   + Mark – holding all of us accountable to our commitments   + Heather – writing down commitments gives us something to focus on for ongoing support and evaluation * What are SMART goals and what makes good ones?   + Measurable   + Focus on PLCs as a strategy to implement goals   + See handout that Karen gave us from Solution Tree   + Include Indicators/Measures   + Teacher’s will write individual goals to support team goals to support building goals to support district goals * Should we write district SMART goals?   + Yes   + After K-12 Leadership PLC plan learning process about SMART goals, add writing of SMART goals to a Cabinet agenda – do this with Cabinet?   + Or have Steve and Pat come to K-12 PLC planning work * Review SMART goal template   + Build review of SMART goal template into K-12 Leadership PLC plan – how will SMART goals help you (principal, teacher teams) in the PLC process? How might we change it to better meet our needs? |
| **8:45-9:00** | Discuss and determine direction and next steps for MBI in MCPS   * Action plans/next steps * Who is responsible * Timeline/due date   Alex – how does this all fit into the 5 year strategic plan in terms of a timeline. Where do we want to be with all of these topics in 5 years (and from year to year).  Karen – is it a fundamental expectation that ALL schools will become an MBI school?  Alex – yes |
| **9:00-9:15** | Discuss and determine direction and next steps for RTI in MCPS   * Action plans/next steps * Who is responsible * Timeline/due date   Alex - all schools will implement RtI in the next 5 years  What is the timeline, what will be in place  RtI is NOT about sending kids down the hall; we need to develop an RtI system with push-in model.  Need to embed RtI/MBI/Common Core/STEM into the strategic plan. Don’t need to include them in isolation, but each are part of the 4 PLC questions.  Question 1: what do students need to know and be able to do? – Common Core/STEM/STEAM  Question 2: how do we know that the learned it? Common formative assessments  Question 3: what do we do if they didn’t learn it? RtI/MBI  Question 4: what do we do if they already learned it? RtI/MBI |
| **9:15-9:30** | Discuss and determine direction and next steps for Common Core in MCPS   * Action plans/next steps * Who is responsible * Timeline/due date   Aug 19th will be kick off of math Common Core Leadership training; will also include ELA.  Continue with these trainings this year, will be divided into grade level groups during school year to accommodate numbers of staff (substitutes). Organize CCSS leadership trainings as PLC trainings, using CCSS to practice the 4 questions. |
| **9:30-9:45** | Discuss and determine direction and next steps for STEM/STEAM in MCPS   * Action plans/next steps * Who is responsible * Timeline/due date   Alex – where are we and how does that fit into the strategic plan.  Mark – ongoing discussion about Project Lead the Way for Meadow Hill and CS Porter, need funding. In contact with Heimann Foundation, should hear news in next 10 days.  Karen – CS Porter has 4 VOX kits, need 10. Hawthorne also needs kits.  Total amount needed is around $25,000 as a bare minimum but need additional technology for Hawthorne.  Alex – this MUST happen, we have to find the money. Order materials now.  Mark - Lisa Blank is excited to do some work with Meadow Hill staff on STEM.  Karen - SHAPE P20 robotics training (grades 4/5) in the spring. Each region will have one elementary school develop a plan for embedding robotics in grades 4 and/or 5. Collaborative plans. |
| **9:45-10:00** | **Conclude and review:**   * Meeting notes for each day * Action plans/next steps for each item   + Complete the Thematic Academies “picture” for strategic plan – Karen/Mark   + Complete the PLC “picture” for strategic plan – Karen   + PLC deliverables – break it down into manageable chunks, with time ranges   + Reading for Aug 12th should be focused around teams – video of Dufour talking about the difference between and team and a group * Who is responsible for each item * Timeline/due date for each item * Agenda items for next meeting   + Alex will send us an invite for our next meeting date/time   + Strategic plan     - technology strategic plan     - communication strategic plan,     - facility strategic plan   + What is the all encompassing message for all that the strategic plan, district goals, initiatives, etc.   + PLC year-long plan, timeline/outcomes   + Principal Evaluation research and background building (PLC from Karen and ASPIRE?)   + Getting ready for school * Plus/Delta   + What went well? What might we do differently   + How did we do with following our norms?   **PLUS**   * Got through every agenda item in some fashion * Agenda was appropriate in terms of content * Well developed agenda * Conversation and approach to issues * Established appropriate norms * Felt like a team approach * Coming back and determining timeline and next steps- closure * Needed time   **DELTA**   * Include time for non-agenda items * Include more time for meeting review and plus/delta * Schedule quarterly 2-3 hour session; be careful when we schedule to not override – purpose of these is to spend time studying something more deeply (Karen will schedule them on our calendars) |